RECURRING ENTRIES

Transaction FBD1:

Enter:

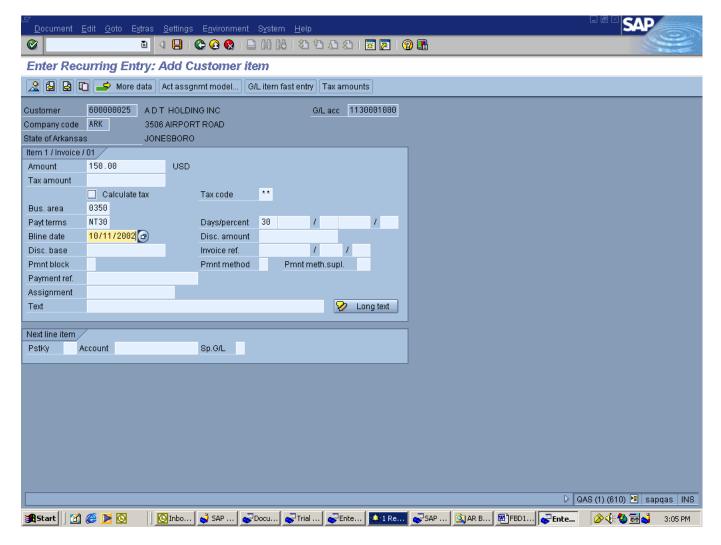|	
Company code:	ARK
First run on:	Date to produce first invoice. Remember recurring entries will be run on the first of each month to include all dates within the month.
Last run on:	Last date invoice is to be produced.
Interval in months:	Most will be 01 to run monthly, however, other intervals can be selected.
Copy texts box:	***Be sure to check for texts to be copied on each month's invoices***.
Run Date:	Optional – You can select a day of the month for posting. If no date is specified here, it will post using the calendar day in the First run on field. In the example above, the run date would default to the 1st day of the month.
Document type:	DR
Reference:	Optional text field
Document header text:	Optional text field
Posting key:	01
Account:	Customer account number

Hit the enter key.

Enter:

Amount: Amount of monthly billing
Bus. Area: Agency business area
Payment terms: Default from Master record – can be changed if desired
Bline date: Default to posting date - Baseline date from which to age the
                            account – can be changed if necessary.

Click on the More data button:

NOTE: DO NOT ENTER TEXT ON THIS LINE. TEXT WILL BE ENTERED WITH THE CREDIT LINE (POSTING KEY 50).
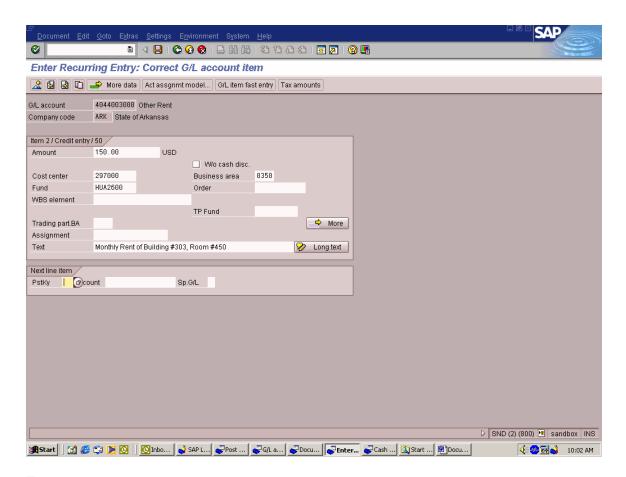
Enter:

Reference key 1, 2 and 3 are optional.

Reason Code: Enter the reason code for detailed reporting on receivables.
Posting key: 50
Account: Enter the GL account (revenue) to be charged

Hit the enter key.

Enter:

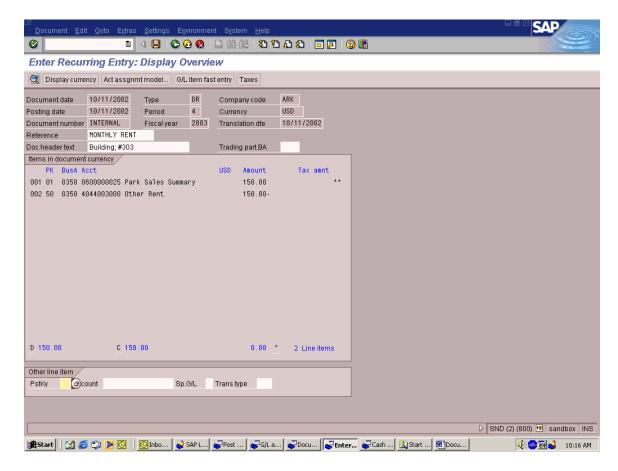|	
Amount:	Amount of invoice (can also enter an * if the amount is the same)
Cost center:	Enter cost center to be charged
Business area:	Will default from Cost center when the enter key is hit.
Fund:	The fund will default from the cost center when the enter key is hit (check for accuracy)
Text:	Enter long text to be printed on the invoice, if desired. For more text, double click on the Long Text button and follow the same procedures as long text for regular FB70 entry.

For multiple line items on a single invoice, enter posting key 50 and the next GL account and repeat the above steps.

When completed, click on the Overview icon (if desired)

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Display Overview

Display currency | Act assgnmt model... | G/L item fast entry | Taxes

Document date	10/11/2002	Type	DR	Company code	ARK
Posting date	10/11/2002	Period	4	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	10/11/2002
Reference	MONTHLY RENT				
Doc.header text	Building; #303			Trading part.BA	

Items in document currency

```
     PK  BusA Acct                            USD   Amount      Tax amnt
001 01   0350 0600000025 Park Sales Summary         150.00            **
002 50   0350 4044003000 Other Rent                 150.00-
```

D 150.00   C 150.00   0.00 *   2 Line items

Other line item

PstKy [ ] count [   ]   Sp.G/L [ ]   Trans.type [ ]

SND (2) (800) sandbox INS

Start | Inbo... | SAP L... | Post ... | G/L a... | Docu... | Enter... | Cash ... | Start ... | Docu... | 10:16 AM

Click on the Save disk.

Note the document number displayed is a 10 digit number beginning with 91. This is not a posted document.

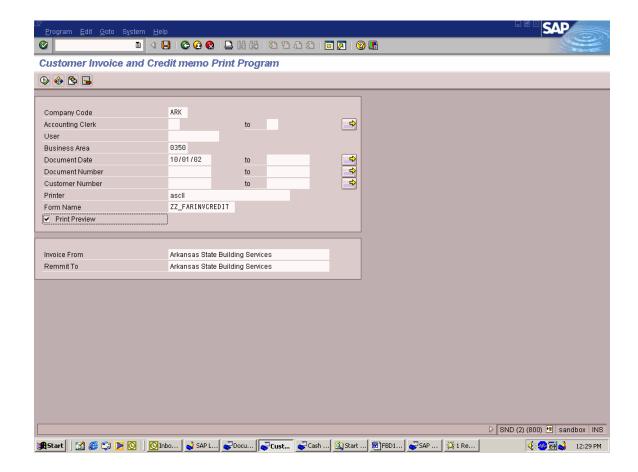When recurring entries are run monthly, an invoice will be posted and FI document number assigned.

On the first of the month a notice will be transmitted that recurring entries for Accounts Receivable (AR) have been executed.

Use transaction ZINVC to print your invoices.

Customer Invoice and Credit memo Print Program

Company Code	ARK			
Accounting Clerk		to		
User				
Business Area	0350			
Document Date	10/01/02	to		
Document Number		to		
Customer Number		to		
Printer	ascll			
Form Name	ZZ_FARINVCREDIT			
☑ Print Preview				

Invoice From	Arkansas State Building Services
Remmit To	Arkansas State Building Services

DELETE USER NAME

Enter:

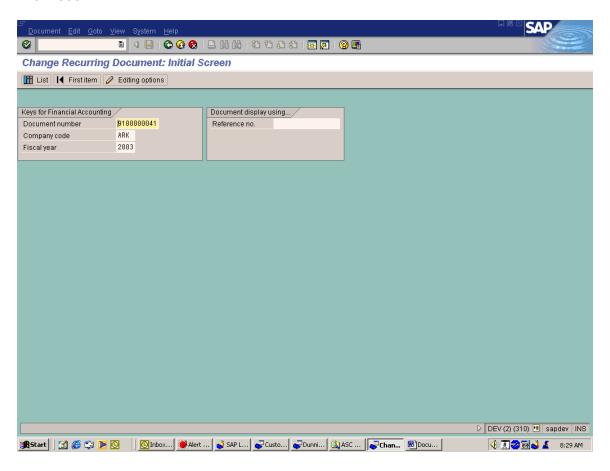|	
Business Area:	Your agency number
Document Date:	Date recurring entries were executed
Printer:	Printer number
Invoice From:	Agency heading (select from drop down)
Remit to:	Agency remit to address (select from drop down)

To make changes to a recurring document, go to transaction FBD2.

NOTE: Changes can only be made to text and/or reference fields. Accounting information cannot be changed. A new recurring entry must be created and the existing one deleted for changes in accounting information.

Enter the previously created document number (the 91* number). If you do not know the recurring document number, go to transaction F.15 to view the recurring document list.

Document Overview

```
Doc.type : DR ( Customer invoice ) Recurring entry document
Doc. number    9100000041    Company code    ARK      Fiscal year    2003
Doc. date      01/08/2003    Posting date    01/08/2003  Period         07
Ref.doc.       TEST 01
Doc.currency   USD
Doc.head.text  Test of recurring entries
```
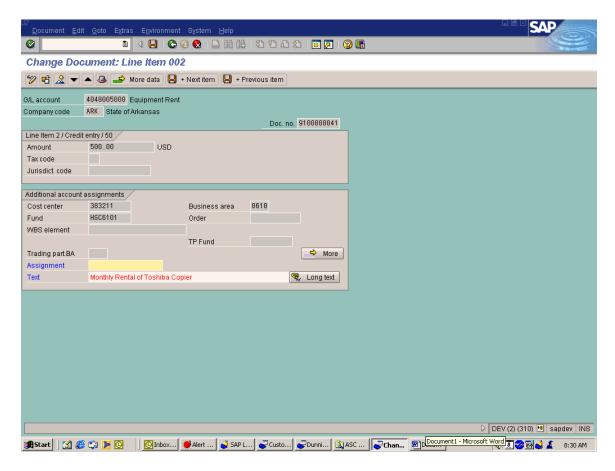
Itm	PK	Account	Account short text	Assignment	BA	Cost ctr	Fund	Order	WBS element	Funds	Amount	Text
1	01	600000008	David Duncan		0610						500.00	
2	50	4048005000	Equipment Rent		0610	383211	HSC6101				500.00-	Monthly Rental

Double click on either line item to change text information.

Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data   + Next item   + Previous item

G/L account	4048005000	Equipment Rent
Company code	ARK	State of Arkansas
	Doc. no.	9100000041

Line Item 2 / Credit entry / 50

Amount	500.00	USD
Tax code		
Jurisdict. code		

Additional account assignments

Cost center	383211	Business area	0610
Fund	HSC6101	Order	
WBS element			
		TP Fund	
Trading part.BA			More
Assignment			
Text	Monthly Rental of Toshiba Copier		Long text

DEV (2) (310) sapdev INS

Start   Inbox... Alert ... SAP L... Custo... Dunni... ASC ... Chan... Document1 - Microsoft Word   8:30 AM

Fields that are NOT modifiable will be "grayed out". To change header information, click on the top hat icon.

Information may be changed as desired. Click on the green check. Always be sure to save any changes.

You may also go to transaction FBD3 to display recurring documents or to transaction FBD4 to view any changes made to recurring documents.